

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 322-5330



February 27, 1981

ALL-COUNTY INFORMATION NOTICE I-21-81

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: AFDC VERIFICATION SYSTEMS QUESTIONNAIRE

REFERENCE:

This Department has developed verification systems intended to assist counties in their administration of the AFDC Program. We have also provided training manuals, designed to serve as a basis for instruction and a source of reference, for the following verification systems:

1. Unemployment Insurance Benefit/Disability Insurance Benefit (UI/DI) Verification System (March 1978/ACIN January 31, 1978).
2. Earnings Clearance System - ECS (February 1977/ACIN January 30, 1977).
3. Veterans Benefits Verification and Referral System (December 1977/ACIN I-107-77).

We are currently preparing similar instructional material for the Social Security Benefit Verification System (Form SSA 1610).

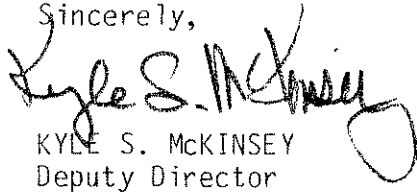
In addition to the training manual, the UI/DI Benefit Verification System is included in the DSS Operations Policies and Procedures Manual - Division 29. It is our intent to maintain all similar verification systems material in the DSS Operations Policies and Procedures Manual. This will allow for both central storage and ease of updating.

We recently consulted with the CWDA Family Eligibility and Grant Committee regarding our plan to revise the Veterans' Benefits Verification and Referral System (Form CA 5) training manual. Attending counties indicated that the instructions on the back side of the CA 5 were adequate and that the current training manual was not being used. This information, in conjunction with the planned inclusion of verification systems in the DSS Operations Policies and Procedures Manual, makes it necessary for us to inquire into county needs for training manuals and reference material in this area.

The attached questionnaire is intended to assist us in evaluating the need for training and reference material concerning verification systems. Room has been provided for additional comments concerning items not addressed. We are requesting that you complete and return the attached questionnaire to us by April 1, 1981.

Your cooperation is appreciated. If you have any questions, contact your AFDC Program Management Consultant at (916) 445-4458.

Sincerely,



KYLE S. McKINSEY
Deputy Director

Attachment

cc: CWDA

County _____
District Office _____
Person Completing Questionnaire _____

Title _____
Phone () _____

All-County Questionnaire

Please answer the following questions and return one copy of the questionnaire by April 1, 1981 to:

Bob Johnson
AFDC Program Systems Bureau
744 P Street, M.S. 16-31
Sacramento, CA 95814

If you need more space to add comments, use the back or attach additional pages.

1. Are you currently using available verification system training manuals? If no, why not?

- | | | |
|--|-----------|----------|
| a. Unemployment Insurance Benefits/Disability Insurance Benefits - UI/DI | Yes _____ | No _____ |
| b. Earnings Clearance System - ECS | Yes _____ | No _____ |
| c. Veterans' Benefits Verification and Referral | Yes _____ | No _____ |

Comments:

2. Are you using any other instructional material regarding verification systems? (If yes, please provide a copy to us.) Yes _____ No _____

Comments:

3. Do you believe verification system training manuals are a good method of instruction and reference source? Yes _____ No _____

Comments:

4. Do you receive sufficient copies of verification system training manuals to allow for quick and easy reference by all EWs? Yes _____ No _____

Comments:

5. What suggestions do you have for improving the usefulness of existing verification system training manuals?
6. For what other verification systems would you like to have training manuals or other instructional material developed?
7. To meet your needs beyond the Operations Policies and Procedures Manual, specify what systems and in what format you would like to see instructional material published (training manual, desk summaries, etc.).

System

Format

- | | |
|----|----|
| a. | a. |
| b. | b. |
| c. | c. |

Comments:

8. What do you feel is the best method to make minor changes to training manuals and other instructional material?
- a. Replace the affected page(s).
 - b. Send a notice informing all publication holders to make the change(s) in pen and ink.
 - c. Replace the whole publication.
 - d. Other (specify)
9. Other comments: